JTA Change Request Tool

User Guide – Subgroup Period

General Information

How do I access the JTA Change Request Tool?

Go to: http://jta-crtool.net

NOTE: This User Guide will progress sequentially from the top to the bottom entries shown on the Tool's menu page left side.

Should you experience any **problems** with the Tool System at the outset (or in any portion of the Tool), go back to the Change Request Tool menu page and click on the Download a Software Trouble Report (STR) link directly under "Problems With The System?" Fill out the STR, then save it as you would save any Word document. Then e-mail the completed form to the JTA Secretariat at JTA@www.disa.mil.

How do I log on to the JTA Change Request Tool?

As a new user, you'll have to register the first time. Click on the *New User?* link and follow the listed instructions. Make sure that you fill out *all* the required fields. E-mail this completed form to the JTA Secretariat at JTA@www.disa.mil.

NOTE: Each username has only *one* designated section. If you are responsible for more than one JTA section, you will need to request another username and password.

Please NOTE: Each username has only *one* organization. If you need to enter Change Requests for more than one organization, you will need to request another username.

What about Password specifics?

Initially—for System Administration start-up purposes only—you are assigned a password; however, you are encouraged to *change* it at your earliest convenience. Your Password must be at least seven (7) characters and contain characters from *each* of the following four (4) character types:

Description	Examples
English uppercase letters	A, B, C, … Z
English lowercase letters	a, b, c, … z
Westernized Arabic numerals	0, 1, 2, … 9
Non-alphanumeric "special characters" such as punctuation symbols	! @ # $ % ^ & * ( ) _ + - =

How do I <u>change</u> my password?

On the Tool's menu page left side, under "Utilities," click on Change Password.

Enter your *current* (about to become obsolete) password. Enter your *<u>new</u>* password, then enter your *<u>new</u>* password a second time—for confirmation. Click on the Change button. (Passwords not meeting **all** of the above requirements will not be accepted by the system.) Your new password must, of course, be used to log on in the future.

What if I <u>forget</u> my password?

On the Tool's *log on page*, click on the <u>Forgot Your Password</u>? link and follow the listed instructions. Should you enter your password incorrectly four times <u>in a row</u> (*time independent*), you'll have to e-mail the JTA Secretariat, who will then e-mail you back your new "starter" password (which, once again, you should modify).

Subgroup Period

During the Subgroup Period, no change requests can be added, deleted, or have their original content changed.

At the end of the Component Representative Period, the CR tool sorts the Change Requests that have a Component Representative Action of Accepted or Accept with Revision. The sort is by paragraph number. The CR tool then assigns a JTA Control Number in paragraph number sequence. This begins the Subgroup Period.

As a <u>Subgroup Leader</u> (SGL) during the <u>Subgroup Period</u>, what are my privileges?

Subgroup Leaders can:

1. Read all the Change Requests in the database.
2. Add notes to any Change Requests in the database.
3. Take the Subgroup action for the section you are assigned. The choices for Subgroup Leader Action are:

a. Accept

b. Accept with Revision

c. Awaiting Input – system will require you to add the name of the person supplying the input.

d. Do Not Accept – an e-mail will be automatically sent to the Author with the reason for not accepting their change request

e. Duplicate – system will require you to add the CR number of the duplicate

f. Out of Scope

g. Overcome by Events

h. Refer to JTADG

i. Transfer – system will require you to specify who you are transferring the Change Request to and why. The system will automatically generate an e-mail to the Secretariat notifying them of the transfer.

NOTE: If you are a Subgroup Leader for any of the Domains (i.e., C4ISR, Combat Support, or Weapon Systems), you will have the privilege to take an action on all or any of the Change Requests within your domain/subdomain.

NOTE: If you are a Subgroup Leader for one of the subdomains, you will have the privilege to take an action on Change Requests within your subdomain.

How do I, as a Subgroup Leader, display any of the JTA Change Requests that are in the database in order to view the current status, add my own notes and to take the *Subgroup Leaders Recommendations for my section?*

Log in. Under the words "Change Request" (highlighted in yellow) is five "Display by …" choices. Click on your choice:

- Display by Author – A *list* of *all* the Authors who have Change Requests in the database appears. When you've clicked on (highlighted) your selection, click on the Display button below. All of the Change Requests of *your selected author (or it could be your own)* appear in ascending JTA Paragraph number order—e.g., 1.1, 4.2, 4.3.1. If you select ALL, all the Change Requests will be displayed by Author by paragraph number.

  Example: To see all the change requests that have been submitted by Author Dr. Doris Bernardini, select her name from the list and click on the Display button. All the change requests in the database for Dr. Bernardini are displayed with the current status including any notes that have been added.

- Display by [Organization] Control # – A *list* of *all* the Change Requests in the database sorted by Organization Control number appears. Scroll and/or highlight your choice (including "ALL"), then click on the Display button below. Your selected Change Request will appear, its number to the right of the "Organization Number:" line. Clicking ALL will result in *all* of the change requests in the database being displayed in Control Number order.

  Note: There may be missing Control Numbers. That is a result of the Change Request being deleted during a previous Period.

- Display by JTA Paragraph – A list of *all* JTA Paragraphs appears for which Change Requests are in the database. You can scroll (or, faster, drag down the right scroll bar) to the paragraph number you want, click on it (highlight), and then click on the Display button below. The "JTA Paragraph Number" you selected appears to the right of the colon in "Number:" along with your selection's description/rationale text categories. Selecting ALL and then Display will display all of the Change Requests in the database in paragraph order.

- Display by JTA # – A list of *all* JTA Control Numbers appears for which Change Requests are in the database. You can scroll (or, faster, drag down the right scroll bar) to the paragraph number you want, click on it (highlight), and then click on the Display button below. The "JTA #" you selected appears to the right of the colon in "Number:" along with your selection's description/rationale text categories. Selecting ALL and then Display will display all of the Change Requests in the database in paragraph order.

- Display by Action – Upon clicking this option, a list of the current Action Disposition categories appears for all the Change Requests in the database. You can select your choice of category. When you have clicked on the Display button, they appear, in order of paragraph number, for your review. The Component Representative Action is displayed plus any *Notes* that have been input.

The Component Representative Action is displayed plus any *Notes* made by the Component Representative or Reviewer will also be displayed.

As a user, how can I add a note to a Change Request?

- Make a Note – Upon clicking this option, a list of the Change Requests in JTA # will be displayed. Select the Change Request to which you want to add a note. The Change Request will be displayed. Click your cursor in the Current Action Description field and add the *Note*. **When you have finished, always be sure to click on the Save button,** otherwise your *Note* will not be saved. To make a note on another Change Request, click on the NEXT button. You can send an e-mail to the subgroup members to let them know that you have added a note to a

Change Request. To do this, you will want to click on the “yes” radio button below the note which states: “Send an e-mail to all the subgroup members”.

As a Subgroup Leader, how do I recommend (take) an action for a Change Request?

On the menu page’s left side, at the bottom of “Change Requests,” click on the Take an Action button. This brings up a list on the right-side screen of all of the Change Requests against your Section in ascending JTA #. Scroll to and click on your selection. Click on the Take an Action button. The Change Request you selected appears. Select the Subgroup Leader Action you want from the drop-down box (see page 2 for the list of actions). You can enter your rationale inside the “Current Action Description” window. **When you have finished, always be sure to click on the Save go Next button,** otherwise your Action will not be saved. The Action Description appears, when you look at the Change Request again, beneath the “Current Action Description” window as the latest input, on top of any previous inputs in descending order of date of input, i.e., a chronological history.

How do I download Change Requests into a word processor?

On the menu page’s left side, under “Instructions,” click on the Download to File button. Follow the instructions given there. Note that the procedure is different for Netscape and Internet Explorer.

This produces a file that you can edit with Microsoft Word or any other word processor.

How do I upload my word-processed input into the CR Tool?

In your word processor (i.e., MS:Word), select the information you want to enter into the New CR form, select **Edit>Copy**. In the New CR Form, click in the desired text box and select **Edit>Paste**. You won’t be able to select all the information at once from your Word Processor into the CR Tool.

How do I print Change Requests?

On the menu page’s left side, click on the Printing button. Read the information there. To display the Change Request you want to print, go to the Tool’s menu page and click on the Display Selected CR button on the left side.

Remember: you will need to set up your browser printer if you want to print any top- and bottom-of-page ‘headers/footers, page numbers, dates, etc., if you are compiling more than a page’s worth of information.

How do I access the list of JTA Subgroup leaders?

On the menu page's left side, click on the Subgroup Leaders button. You will see a complete list containing, left-to-right: JTA section and Exploder E-mail Addresses from the JTA Home Page.

How do I access the list of current Component Representatives?

On the menu page's left side, click on the Organizations button (under the "References" section).

You will see a complete list, containing, left-to-right: Organizations and E-mail addresses from the JTA Home Page.

How do I access the JTA Table of Contents?

On the menu page's left side, click on the JTA Table of Contents button (the third item under the "References" section).

You will see a complete list containing, left-to-right: Section (Paragraph Number), Description (Title of Paragraph), and Starting Page.

How do I log off from the CR Tool?

On the menu page's left side, under "Utilities," click on the Log off button. You must **be sure to always log off** after you have completed your entries and before exiting the tool. Simply closing your browser *will not* log you off the system and you won't be able to log back on until the system times you out (about 30 minutes). You will get a message saying, "You cannot log on for more than one session." Your screen will then indicate that the log-off procedure has occurred, and you may exit the JTA Change Request Tool site.

As an Author, Component Representative, or Reviewer during the Subgroup Period, what privileges do I have?

As an Author, Component Representative, or Reviewer, you can read and add notes for consideration to all of the Change Requests in the database.

Hints

- Move to the bottom of the screen where the Save button is by using the Tab key.

- Make sure your cursor is in the Current Action Description before you start typing.

- When entering Subgroup Leader Action for several Change Requests, click two (2) times on the browser's back button after saving the current action. You will be returned to the screen to select a Change Request to take action on.

- If you want to select multiples within the various "Display by …" categories, click on your "Display by" choice. Your list appears in the right-side window. Click on your first choice from that list, then hold down the Ctrl button and click on any others you want to include. Make a Note, however, does not include this feature.

(For an overview of the *entire* JTA Change Request Functional Process, see Table 1, below.)

Table 1: Overview of All User Privileges

Functional Period / Person	Generation Period	Representative Period	Subgroup Recommendation Period	JTADG (Secretariat) Period
	Read, Add, Modify, and Delete your **own** CRs	Read your **organization's** CRs; make note to your own CRs.	Read all CRs; Add *Notes* for consideration	Read all CRs
Component Representative	Read, Add, Modify, Delete your **own** CRs. View organization's CRs	Read, Add, Delete your **organization's** CRs	Read all CRs; Add *Notes* for consideration	Read all CRs
Component Reviewer	Read, Add, Modify, Delete your **own** CRs. View organization's CRs	CompRep Reviewer can add *Notes* to his/her **organization's** CRs	Read all CRs; Add *Notes* for consideration	Read all CRs
Subgroup Leader	N/A	N/A	Read all CRs; Add *Notes* and *Subgroup Recommendation*	Read all CRs
Secretariat Meeting	N/A	N/A	N/A	Read, Add, CRs and add *DG Recommendations* (including revisions and rationale)